

MANAGE MY ACCOUNT

- Click **My Account** in top menu.
- Type your library card number (all digits with no spaces), and enter your four digit PIN.
- You can view, edit, and manage your **Personal Information**, including changing your PIN.
- Click the **Checkouts** tab to review and renew both your digital and physical library materials.
- Click the **Holds** tab to review and manage both your digital and physical library holds.
- Click on the **Fines** tab to review your current fines or accruing fines on overdue material(s). Credit card payments can be made for fines totaling \$2.50 or more.

Need Help?

Contact your home library for questions regarding your account.

OUR LIBRARIES

Belleville Public Library	973-450-3434
Bloomington Free Public Library	973-838-0077
Caldwell Public Library	973-226-2837
Cedar Grove Public Library	973-239-1447
Clifton Public Library Allwood Branch Library	973-772-5500 973-471-0555
Fairfield Free Public Library	973-227-3575
Haledon Public Library	973-790-3808
Kearny Public Library Branch Library	201-998-2666 201-955-7988
Little Falls Public Library	973-256-2784
North Haledon Public Library	973-427-6213
Passaic Public Library Reid Branch	973-779-0474 973-777-6044
Passaic Community College Library Wanaque Campus	973-684-5896 973-248-3021
Paterson Free Public Library Northside Branch Southside Branch Totowa Branch	973-321-1223 973-321-1309 973-357-3020 973-942-7198
Pompton Lakes Public Library	973-835-0482
Ringwood Public Library	973-962-6256
Totowa Public Library	973-790-3265
Union City Public Library Branch Library	201-866-7500 201-866-7503
Verona Public Library	973-857-4848
Wanaque Free Public Library	973-839-4434
Wayne Public Library	973-694-4272
West Milford Township Library	973-728-2820
Alfred H. Baumann Free Public Library (Woodland Park)	973-345-8120

members.palsplus.org

PALS *Plus*

LIBRARIES
CONNECTING
COMMUNITIES

PATRON ONLINE CATALOG

USER GUIDE

catalog.palsplus.org

ACCESS THE CATALOG

- Go to catalog.palsplus.org

KEYWORD SEARCH

- Type text into the search box.
- Use the two search menus to the left of the search bar to search specifically for material type, and/or by field, e.g. "Author," "Title," or "Subject."
- Click **Search**.

CUSTOMIZED SEARCH

- Click the **Customize** link below to the right of the search box.
- Use the various search bars to search for an item title, author, subject, series, etc. Add your text into one or more of the search bars.
- Add additional limiters, e.g. format type, language, or identify a specific library to search for materials.
- Select various check boxes to further narrow your format choices.
- Click **Customize**.

NAVIGATE RESULTS

- Use the left sidebar to further narrow your search results.
- Click on the item's title to see more detailed information and availability of a specific item.
- Use the **Select an Action** drop down menu to **Place a Hold**, **Add to your Reading List**, **Email**, **Text**, or **Print** the search result.

PLACE A HOLD

- Search the catalog for the title you would like to request/hold.
- Select the title in search results.
- Use the **Select an Action** drop down menu and click on **Place Hold(s)**.
- A log-in form will appear.
- Type your library card number (all digits with no spaces), and enter your four digit PIN.
- Select the name of the library where you want to pick up the item in the **Pickup Library** drop down menu.
- Click **Place Hold** button.

RENEW MATERIALS

- Click **My Account** in top menu.
- A log-in form will appear.
- Type your library card number (all digits with no spaces), and enter your four digit PIN.
- Select the **Check Outs** tab.
- Select the check box by the title(s) you would like to renew. You can renew eligible item(s) that do not have existing holds and have not reached their renewal limit.
- Click the **Renew** button.
- Select Yes or No to confirm.
- **Note:** Eligible items that do not have existing holds and have not reached their renewal limit will be automatically renewed at 5 AM on the day that they are due.

MANAGE HOLDS

- Click on **My Account** in the top menu.
- Click on the **Holds** tab.
- Select the check box by the title for each request you would like to **Cancel**, **Edit**, or **Suspend**.
- Click Yes or No to confirm.